



Northwest Indiana Regional Development Authority

Request for Proposal

January 5, 2009

Our organization is accepting proposals from CPA firms to provide accounting and tax services for the Northwest Indiana Regional Development Authority.

The deadline for proposals is **February 4, 2009 at 4:30 p.m.** with the selection of a CPA firm following soon after.

A description of our organization, the services needed, and other pertinent information follow:

Background of Northwest Indiana Regional Development Authority

The Northwest Indiana Regional Development Authority was established in 2005 by the Indiana General Assembly and is responsible for a variety of economic and regional development projects in Lake and Porter counties. Funding for the Authority comes from three sources: first, casino revenues in Hammond, Gary, East Chicago, and Lake County; and second, a county-wide economic development income tax in Porter County. Each of these entities contributes \$3.5 million annually to the Authority. Third is \$10 million contributed annually by the state of Indiana from proceeds generated through the lease of the Indiana Toll Road. In total, the RDA receives \$27.5 million annually and will do so for at least the next 7 years.

The guiding vision of the RDA, our goal, is to be a catalyst to transform the economy and quality of life in northwest Indiana. We are guided by a set of principles directing us to be bold in our thinking; collaborative as we work with many groups and organizations without regard to political affiliation, race, or social status; transparent to the public and the press as we do our work; non-partisan as we reach out to all affected parties; efficient in our use of the public's resources; and accountable for our actions, now and in the future.

This vision and these principles are very important to the RDA and will be considered heavily in the awarding of the contract.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Preparation of monthly Board Treasurer's report
2. Monthly bank statement reconciliations
3. Tax filings for the organization
4. Quarterly reviews of internally prepared financial statements

Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Sherri Shabaz **Finance Manager** **(219) 644-3500**

Requests for additional information, visit our web site, www.in.gov/rda or contact the RDA's Finance Manager.

Review and Evaluation

The Finance Committee will review and evaluate the qualifications based on, but not necessarily limited to, the completeness and clarity of the packet submitted, past experience in similar holdings by institutions and their staff members assigned to this account, qualifications and availability of key personnel to participate in account administration, and the fees involved in this submittal.

All responses should be submitted in writing to:

Sherri Shabaz, Finance Manager
Northwest Indiana Regional Development Authority
9800 Connecticut Drive
Crown Point, IN 46307

and be clearly marked "**RDA Accounting Services**". Please submit 10 hard copies of the proposal.

Additionally, please send an electronic copy of the qualification packet as a .pdf file to sshabaz@rda.in.gov.

Your Response to This Request for Proposal

In responding to this request, we request the following information:

1. Detail your firm's experience in providing accounting services to companies in the not-for-profit sector, as well as with associations of a comparable size to the Northwest Indiana Regional Development Authority.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to the Northwest Indiana Regional Development Authority.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.

5. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also, discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. Identify the partner, manager, and in-charge accountant who will be assigned to the RDA if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
7. Discuss the firm's use of technology. Also, discuss the communication process used by the firm to discuss issues with management staff and the Northwest Indiana Regional Development Authority
8. Set forth your fee proposal for the services offered, with whatever guarantees can be given regarding increases in future years. Provide your proposed fee for the required accounting services, quarterly review work, preparation of Treasurer's Reports and for tax preparation.
9. Furnish standard billing rates for classes of professional personnel for each of the last three years.
10. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to the Northwest Indiana Regional Development Authority for reference purposes.
11. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
12. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
13. Attach a copy of the Ethics Policy to which the applicants adheres.
14. Describe your firm's presence, activities and engagements in our northwest Indiana community.
15. Supply the RDA with a current list of clients served by the applicant's firm.
16. Submit your firm's plan for using WBEs and MBEs where possible in fulfilling this contract.

EVALUATION CRITERIA

The proposal will be evaluated based upon the following two areas. Therefore, it is important that your proposal be responsive to the data requested.

1. Cost

Overall cost, including out-of-pocket expenses for performing accounting functions.

2. Qualifications

- a. Organizational structure and size of the firm.
- b. Recent experience performing similar accounting functions.
- c. Qualifications of the accounting team.
- d. Individuals with whom the accounting team can consult.

TERMS AND CONDITIONS

- A. The RDA reserves the right to reject all proposals, and to waive minor irregularities in any proposal.
- B. The RDA reserves the right to request clarification of information submitted, and to request additional information from any financial institution.
- C. The RDA reserves the right to award any contract to the next most qualified financial institution, if the firm does not execute a contract by the proposed implementation date agreed to by both the RDA and the successful financial institution.
- D. Any proposal may be withdrawn up until the date and time set above for opening (1/5/2009) of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer to sell to the RDA the services described in the attached specifications, or until one or more of the proposals have been approved by the RDA, whichever occurs first.
- E. The RDA reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the RDA.
- F. The RDA shall not be responsible for any costs incurred by the financial institution in preparing, submitting, or presenting its response to the RFP.